Portland, Maine | Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/25/17

Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

# New Commercial
# Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

**One (1) complete Set of construction drawings must include:** (Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal.)

- ☑ Cross sections w/framing details
- ☑ Detail of any new walls or permanent partitions
- ☑ Floor plans and elevations
- ☑ Window and door schedules
- ☑ Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- ☑ Detail egress requirements and fire separations
- ☑ Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IEEC 2009
- ☑ Complete the Accessibility Certificate and The Certificate of Design
- ☑ A statement of special inspections as required per the IBC 2009
- ☑ Complete electrical and plumbing layout.
- ☑ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- ☑ Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17"
- ☑ Per State Fire Marshall, all new bathrooms must be ADA compliant

Separate permits are required for internal & external plumbing, HVAC and electrical installations. Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- ☑ A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of ≥ 1" = 20' on paper ≥ 11" x 17"
- ☑ Plot Plan: The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines.
- ☑ Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- ☑ Location and dimensions of parking areas and driveways, street spaces and building frontage
- ☑ Finish floor or sill elevation (based on mean sea level datum)
- ☑ Location and size of both existing utilities in the street and the proposed utilities serving the building
- ☑ Existing and proposed grade contours
- ☑ Silt fence (erosion control) location

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**Fire Department requirements.**

The following shall be submitted on a separate sheet:

- [x] Name, address and phone number of applicant **and** the project architect.
- [x] Proposed use of structure (NFPA and IBC classification)
- [x] Square footage of proposed structure (total and per story)
- [x] Existing and proposed fire protection of structure.
- [x] Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- [x] A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge
  - c) Location of any required fire extinguishers
  - d) Location of emergency lighting
  - e) Location of exit signs
  - f) NFPA 101 code summary
- [ ] Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: $30.00 for the first $1000.00 construction cost, $10.00 per additional $1000.00 cost

**This is not a Permit; you may not commence any work until the Permit is issued.**

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# *Electronic Signature and Fee Payment Confirmation*

*Notice: Your electronic signature is considered a legal signature per state law.*

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

- (●) Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- ( ) Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- ( ) I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Dan D Shields Date: 2/23/17

I have provided digital copies and sent them on: Dan D Shields Date: 2/23/17

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

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# General Building Permit Application

Date: 04/25/17

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

| | | |
|---|---|---|
| **Address/Location of Construction:** 129 Island Avenue, Peaks Island, Maine 04108 | | |
| **Total Square Footage of Proposed Structure:** | 278 sf / 146 sf | |
| **Tax Assessor's Chart, Block & Lot**<br>Chart# Block# Lot#<br>087 - E - 24 | **Applicant Name:** City of Portland<br>Address<br>389 Congress Street<br>City, State & Zip<br>Portland, Me 04101 | Telephone:<br>207-415-9632<br>Email:<br>ads@portlandmaine.gov |
| **Lessee/Owner Name :** City of Portland<br>(if different than applicant)<br>Address:<br>389 Congress Street<br>City, State & Zip:<br>Portland, Me 04101<br>Telephone & E-mail:<br>207-415-9632 ads@portlandmaine.gov | **Contractor Name:** TBD<br>(if different from Applicant)<br>Address: TBD<br>City, State & Zip:<br>Telephone & E-mail: | Cost Of Work:<br>$ 500,000.00<br>C of O Fee: $ N/A<br>Historic Rev $ N/A<br>**Total Fees : $** N/A |

**Current use** (i.e. single family) Library / Community Center / Fire Station / Police Station / Rescue
**If vacant, what was the previous use?** _____
**Proposed Specific use:** Same Use
Is property part of a subdivision? ____ If yes, please name _____
**Project description:**
Library and Community Center Renovation

**Who should we contact when the permit is ready:** Aaron Shields / Dick Reed
**Address:** 212 Canco Road
**City, State & Zip:** Portland, Me 04103
**E-mail Address:** ads@portlandmaine.gov
**Telephone:** 207-415-9632

**Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.**

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

**Signature:** [signature] **Date:** 02/23/2017

**This is not a permit; you may not commence ANY work until the permit is issued.**

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# Certificate of Design Application

From Designer: TIMOTHY SHELLEY, P.E. - SHELLEY ENGINEERING, INC

Date: FEB. 10, 2017

Job Name: Peaks Island Library / Community Center Renovation

Address of Construction: 129 Island Avenue, Peaks Island Maine

## 2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year IBC - 2009 Use Group Classification (s) A-3 Library, Lecture Hall

Type of Construction WOOD FRAMED / STEEL BM.

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IBC NO

Is the Structure mixed use? YES If yes, separated or non separated or non separated (section 302.3) YES

Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) NO

**Structural Design Calculations**

_____ Submitted for all structural members (106.1 – 106.11)

**Design Loads on Construction Documents** (1603)

Uniformly distributed floor live loads (7603.11, 1807)

| Floor Area Use | Loads Shown |
|---|---|
| NEW MEZZ. AREA | 100 PSF |

**Wind loads (1603.1.4, 1609)**

ALL. ALL HTS Design option utilized (1609.1.1, 1609.6)

90 MPH Basic wind speed (1809.3)

1.1 Building category and wind importance Factor, $I_w$ table 1604.5, 1609.5)

B Wind exposure category (1609.4)

20 PSF Internal pressure coefficient (ASCE 7)

N.A Component and cladding pressures (1609.1.1, 1609.6.2.2)

N.A. Main force wind pressures (7603.1.1, 1609.6.2.1)

**Earth design data (1603.1.5, 1614-1623)**

N/A Design option utilized (1614.1)

" Seismic use group ("Category")

" Spectral response coefficients, $S_{DS}$ & $S_{D1}$ (1615.1)

" Site class (1615.1.5)

N.A. = NOT APPLICABLE

N.A. Live load reduction

N.A. Roof *live* loads (1603.1.2, 1607.11)

42 PSF Roof snow loads (1603.7.3, 1608)

60 PSF Ground snow load, $P_g$ (1608.2)

42 PSF If $P_g$ > 10 psf, flat-roof snow load $_f$

0.7 If $P_g$ > 10 psf, snow exposure factor, $_C$

1.0 If $P_g$ > 10 psf, snow load importance factor, $_I$

1.0 Roof thermal factor, $_C$ (1608.4)

N.A. Sloped roof snowload, $_{ps}$ (1608.4)

" Seismic design category (1616.3)

" Basic seismic force resisting system (1617.6.2)

" Response modification coefficient, $_R$ and deflection amplification factor, $_{Cd}$ (1617.6.2)

" Analysis procedure (1616.6, 1617.5)

N.A. Design base shear (1617.4, 1617.5.5.1)

**Flood loads (1803.1.6, 1612)**

N.A. Flood Hazard area (1612.3)

" Elevation of structure

**Other loads**

N.A. Concentrated loads (1607.4)

" Partition loads (1607.5)

" Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404

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# Certificate of Design

**Date:** FEB. 10, 2017

**From:** TIMOTHY SHELLEY, P.E. SHELLEY ENGR. INC.

These plans and / or specifications covering construction work on:

LIBRARY AND COMMUNITY CENTER RENOVATION
129 ISLAND AVE, PEAKS ISLAND, ME

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.

STATE OF MAINE
TIMOTHY G. SHELLEY
No. 5962
LICENSED
PROFESSIONAL ENGINEER

Signature: Timothy G. Shelley

Title: P.E.

Firm: SHELLEY ENGINEERING, INC.

Address: P.O. BOX 1030
GRAY, ME 04039

Phone: 207-756-2296

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov

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# Accessibility Building Code Certificate

Designer: Richard K. Reed, Reed & Co. Architecture

Address of Project: 129 Island Avenue, Peaks Island Maine

Nature of Project: Library and Community Center Renovation

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

REGISTERED ARCHITECT
RICHARD K. REED
No. 1202
STATE OF MAINE

Signature: Richard K. Reed

Title: President

Firm: Reed & Co. Architecture

Address: 46 Cumberland Ave
Portland, ME 04101

Phone: 207 772-2075

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